
Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; Exempt FLSA status
Salary:	Starting salary range of \$50,000-\$55,000 annually, DOE/DOQ; Full Benefits
Closing Date:	Open until filled; resumes reviewed on an ongoing basis

About the HRTPO

Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas are defined as areas with a population of 200,000 or greater, known as Transportation Management Areas (TMA). The HRTPO is the body created by the Hampton Roads localities and appropriate state and federal agencies to perform the duties of an MPO under the federal regulations. The HRTPO is responsible for transportation planning and programming in the Hampton Roads region and serves as a resource of technical expertise to its member local governments. For more information on the HRTPO, visit www.hrtpo.org.

The Position

The Transportation Analyst/Planner I position provides support to the Transportation Programming team at the Hampton Roads Transportation Planning Organization (HRTPO). The main areas of focus for the Programming team include the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the project selection processes for the Transportation Alternatives (TA) Set-Aside, Congestion Mitigation and Air Quality (CMAQ) Improvement program, and the Regional Surface Transportation Program (RSTP). The position requires that the candidate have the ability to perform a variety of tasks and be able to transition smoothly from working independently to a deep level of collaboration on a given project.

The Candidate

The ideal candidate will have:

- Experience in transportation planning
- Basic to intermediate understanding of GIS, Excel, and Access
- Ability to excel in a fast-paced environment and demonstrated success in multi-tasking
- Sound communication and interpersonal skills with experience and knowledge of grant writing
- Consistent production of quality products in a timely manner
 - Serve as the lead on the products below:
 - Multimodal Toolbox Studies and Reports, Public Involvement efforts on Programming team documents, and other special studies as they are identified.
 - Serve as backup and contributor on the products below:
 - TIP, UPWP, TIP Amendments, TIP Ad-Mods, CMAQ/RSTP Report, and Annual Obligation Report
- Strong critical thinking skills with excellent attention to detail
- Ability to accurately prepare a variety of reports, spreadsheets, and other information
- Ability to interact effectively with planning professionals, support staff, and the public
- Strong writing and presentation skills with the ability to clearly communicate technical information into understandable and engaging reports, maps, and presentations
- Outstanding database management, time management, and organizational skills
- Knowledge of current federal and state transportation requirements
- Qualified applicants must be authorized to work in the U.S. without employer sponsorship

Education & Experience

- Master's degree in Urban Planning or Geographic Information Systems (GIS). Transportation focus a plus.
- Bachelor's degree with a minimum of 1-3 years of professional experience will be considered in lieu of a Master's degree.
- Any combination of education and experience that would provide the applicant with the desired skills, knowledge & ability to perform the job.



To Apply

- To be considered, applicants must submit a cover letter and resume.
- Applicants should be prepared to provide examples of work (e.g., reports, maps, presentations) and transcripts along with professional references, if requested.
- Completed materials can be submitted via:

Email: karledge@hrpdcva.gov
Mailed: Kelli E. Arledge
Deputy Executive Director
HRPDC/HRTPO
723 Woodlake Drive
Chesapeake, VA 23320

About Hampton Roads

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to locals and visitors alike. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. Williamsburg and James City County offer a wide range of activities and historic destinations; whether it is Williamsburg and the Colonial Capital or Busch Gardens Amusement park. Facilities located along the James and York Rivers offer a variety of activities that include boating, fishing, camping, biking, and tennis. There are hundreds of parks and campgrounds throughout the area.

Benefits

The HRTPO provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities